

Memorandum

STEP 1. Click on **Bankruptcy** or **Adversary** (whichever is appropriate) on the ECF Main Menu Bar.

STEP 2. Click on **Miscellaneous** from the **Bankruptcy** menu or **Notices/Misc** from the **Adversary** menu.

STEP 3. The **Case Number** screen displays.

☐ Insert the case number using the YY-NNNNN format if it is a **Bankruptcy** case or if it is an **Adversary** case use YY-NNNN format.

☐ Click **Next**.

STEP 4. Select **Memorandum** from the event list.

TIP: To conduct a faster search, type the first letter of the event (i.e. **m**) and scroll from that point.

☐ Click on the event, which will highlight it.

☐ Click **Next**.

STEP 5. The **Party Selection** screen displays.

☐ Click on your name, as Trustee in a **Bankruptcy** case or as **Plaintiff or Defendant** in an Adversary case.

☐ Click **Next**.

STEP 6. A screen displaying the question **Does this Memorandum Reference a Filed Document** displays.

☐ Entry defaults to **y** for yes.

☐ If this is correct, click **Next**.

☐ Proceed to **STEP 8**.

STEP 7. If it does not refer to a filed document, press **Delete** once and type **n**.

- ☐ Click **Next**.
- ☐ A prompt titled **Concerning:** displays.
- ☐ Type in the pertinent information.
- ☐ Proceed to **STEP 9, ignore STEP 10**.

STEP 8. If you answered **y** in step 6, the **Select the category to which your event relates** screen will display.

- ☐ Select the appropriate event type (e.g. **motion, cmp, answer**) by clicking on it and highlighting it.

STEP 9. Click **Browse** to select the appropriate PDF to attach.

- ☐ Click **Next**.

STEP 10. **Select the appropriate event(s) to which your event relates:**

- ☐ Click on the event. A check-mark (✓) displays in the box next to the event you have selected.
- ☐ Click **Next**.

STEP 11. A case verification screen displays.

- ☐ Click **Next**.

STEP 12. The **Docket Text: Final Text** screen displays.

- ☐ Click **Next**.

STEP 13. The **Notice of Electronic Filing** screen displays.